

How to Use Presenter View in Power Point

Before beginning these steps, be sure that your laptop is connected to the projector.

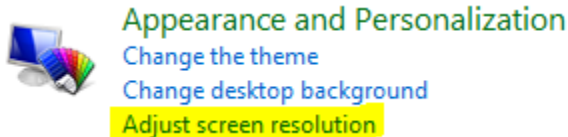
1. Click on the start button.



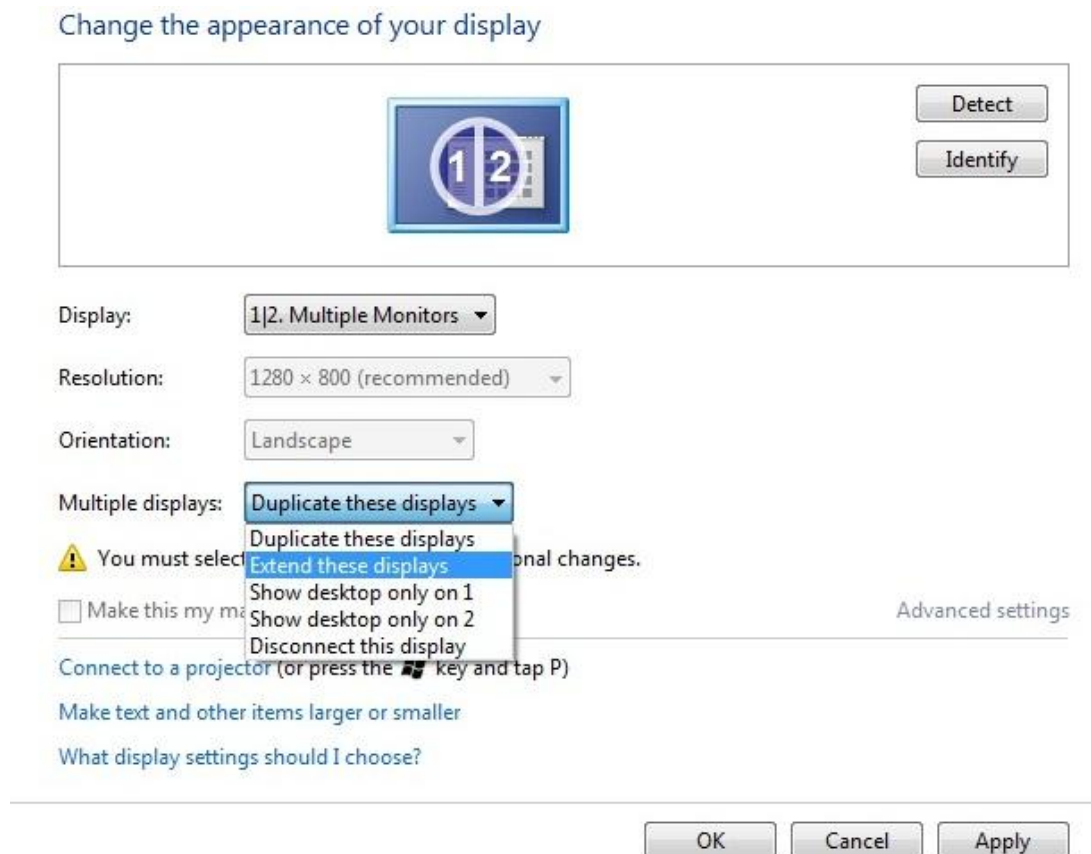
2. Go to the control panel.



3. After opening the control panel select “change screen resolution” under appearance and personalization.

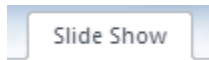


4. A new window will open. Locate the multiple displays drop down menu and choose extend these displays.

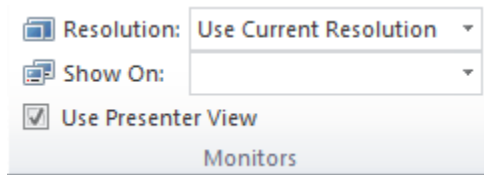


Then click apply and close out of the window.

5. Open PowerPoint and open your presentation.
6. At the top of the screen open the “slide show” ribbon.



7. In the ribbon there will be an area labeled “monitors”. Make sure to select “use presenter view”.



8. Start your presentation.



9. When your presentation starts you should see your controls and notes on the laptop while the presentation is being played on the projector as depicted in the image below.

